

Schedule Repair Request Form

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Step 1:** *Indicate your counselor.*

* Mr. Peterson, grade 9, A-K & select IEP
* Ms. Alvarado, grade 9, L-Z & select IEP
* Mrs. Vasa, grades 10-12, A-C
* Mr. Murphy, grades 10-12, D-Ho
* Kelli McPhee, grades 10-12, Hs-Me
* Jennifer Smela, grades 10-12, Mi-Sc
* Holly Minor, grades 10-12, Se-Z
* Mrs. Campbell, FRCC Career Pathways

**Step 2:** *Indicate your reason for a schedule repair. Note that schedule repairs will be limited to only the criteria below. Requests that fall under the “change of mind” category will be addressed during our Add/Drop session on August 26th during late start. Note that we may not be able to honor some requests due to seat availability or other constraints.*

* **My schedule has a mistake on it. (ex: 2 of the same class, incorrect level, class that I didn’t register for**
	+ Duplicate classes (ex: 2 Chemistry classes)
	+ Class I didn’t register for
	+ Incorrect level placement (may need teacher approval if moving up a level)
	+ Other Mistake: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **I completed coursework over the summer.**
	+ Class(es) completed over the summer to drop from your schedule \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Class(es) you would like to add in your schedule in place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **I am not meeting a graduation requirement with my current schedule**
	+ Class(es) needed to graduate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Class(es) to drop to make room (if needed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 3:** *Check your schedule on StudentVUE starting on Friday, August 14th. If your schedule was not changed, you can pick this form up in your counselor’s wing office to see the explanation from your counselor. Mr. Peterson and Ms. Alvarado are in the North Wing, Mrs. Campbell is in the College & Career Center, and all other counselors are in the West Wing.*

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Office Use Only\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

* **Approved**
* **Denied, see explanation below:**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Counselor signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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